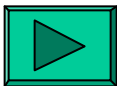


Downloading data from the TCM System



- ❏ Only DHS Administrators and LGA Administrators can download data
- ❏ LGA Administrators can only download encounter data for their LGA
- ❏ DHS Administrators can download all data
- ❏ Data is downloaded in a “fixed block” text file.



File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Encounter ID	001	007	07	AN		
LGA Code	008	009	02	AN		
Invoice Number	010	019	10	AN		Position 1 – 2: LGA Code Position 3 – 4: Begin SFY Position 5: / Position 6 – 7: End SFY Position 8: – Position 9: Quarter of SFY Position 10: Alpha character
Case Manager ID	020	028	09	AN		
Client ID	029	037	09	AN		Client Identification Number BIC Number Social Security Number MEDS ID
Filler	038	046	09	AN		Reserved for future use.
Date of Service	047	056	10	AN	MM/DD/CCYY	
Date of Birth	057	066	10	AN	MM/DD/CCYY	
Last Name	067	086	20	AN		
First Name	087	101	15	AN		
Middle Initial	102	102	01	AN		
Program Type Code	103	104	02	AN		06 = Public Health 07 = Outpatient Clinics 09 = Public Guardian 10 = Linkages 11 = Probation 12 = Adult Protection 13 = Home Visitation
Location	105	110	06	AN		
Record Format: Fixed Block (FB)						Record Length: 337

This only tells you the invoice an encounter is attached to--you cannot download an invoice.

Reports by Case Manager ID can help you assess workload

This allows you to sort data by program types to analyze trends or check for the same client ID across program lines.

Close Full Screen



Targeted Case Management

File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Newborn Date of Birth	111	120	10	AN	MM/DD/CCYY	
Optional Field 1	121	130	10	AN		
Optional Field 2	131	140	10	AN		
Optional Field 3	141	150	10	AN		
Sub Program	151	154	04	AN		
Encounter Status	155	158	04	AN		CLAM = Claimable DENY = Denied DUPE = Duplicate EXCD = Exceeded EXPD = Expired HOLD = Hold INAC = Inactive INVC = Invoiced NELG = Not Eligible PAID = Paid PEND = Pending
Duplicate Override Flag	159	159	01	AN		
Duplicate Indicator	160	160	01	AN		
MEDS Eligibility Indicator	161	161	01	AN		
MEDS Failure Reason	162	241	80	AN		
Encounter Rate	242	251	10	N	+999999.99	
Invoice Deny Reason	252	255	04	AN		0001 = Invoice not on LGA letterhead 0002 = Signature requirements not met 0003 = All encounters are questionable 0004 = All encounters exceed the remaining cap 0005 = LGA request
Entry Date-Time Stamp	256	281	26	AN		
Entry User ID	282	289	08	AN		
Last Update Date-Time Stamp	290	315	26	AN		
Last Update User ID	316	323	08	AN		

This information can help identify problem areas (e.g., more documentation is needed for “denied” encounters)

These fields are not edited, so they can be used to collect LGA-specific information

You may want to question a large number of “duplicates”

Record Format: Fixed Block (FB)

Record Length: 337

Revision Date: 09/15/2000 10:00 AM

Page 2 of 3

Close Full Screen



Targeted Case Management

File Format for *Downloaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Notes
Invoice Status	324	327	04	AN		CREA = Created SUBM = Submitted APPR = Approved ADJU = Adjusted DENY = Denied PAID = Paid OFFS = Offset VOID = Void
Invoice FMAP	328	337	10	AN	+999999.99	
Record Format: Fixed Block (FB)						Record Length: 337

This can give a good overview on invoices.


Downloaded data can be used to identify trends, avoid duplication of services across program lines and provide a useful tool in performance monitoring.

Close Full Screen













Training Topics

Training material is available online or in print on the following topics:



Download Acrobat Reader to view the printable files.
It may take a few minutes to load the viewable training files. Please be patient.

TOPIC	View Online	Printable
TCM System Request for User ID		
Assigning User IDs		
Add/Modify Encounters (manually)		
Upload Record Format		
How to Upload a File		
Creating/Submitting an Invoice		
Reviewing LGA Reports		
Download Record Format		
How to Download Data (Requires WinZip ® on destination PC)		

First download
WinZip® if you
don't already
have it.



TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services

Address: https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet

CALIFORNIA THE GOLDEN STATE

Targeted Case Management

LGA Administrator
Home
Encounters
Invoice
Report
User ID
Data Transfer
Upload
Download
Log Off

Download

Lga Code: 49

Program Type:

Quarter:

Fiscal Year:

Date Range: (MM/DD/CCYY)

Submit Reset

An LGA can only download encounter data for that LGA

Begin by selecting the "Download" function

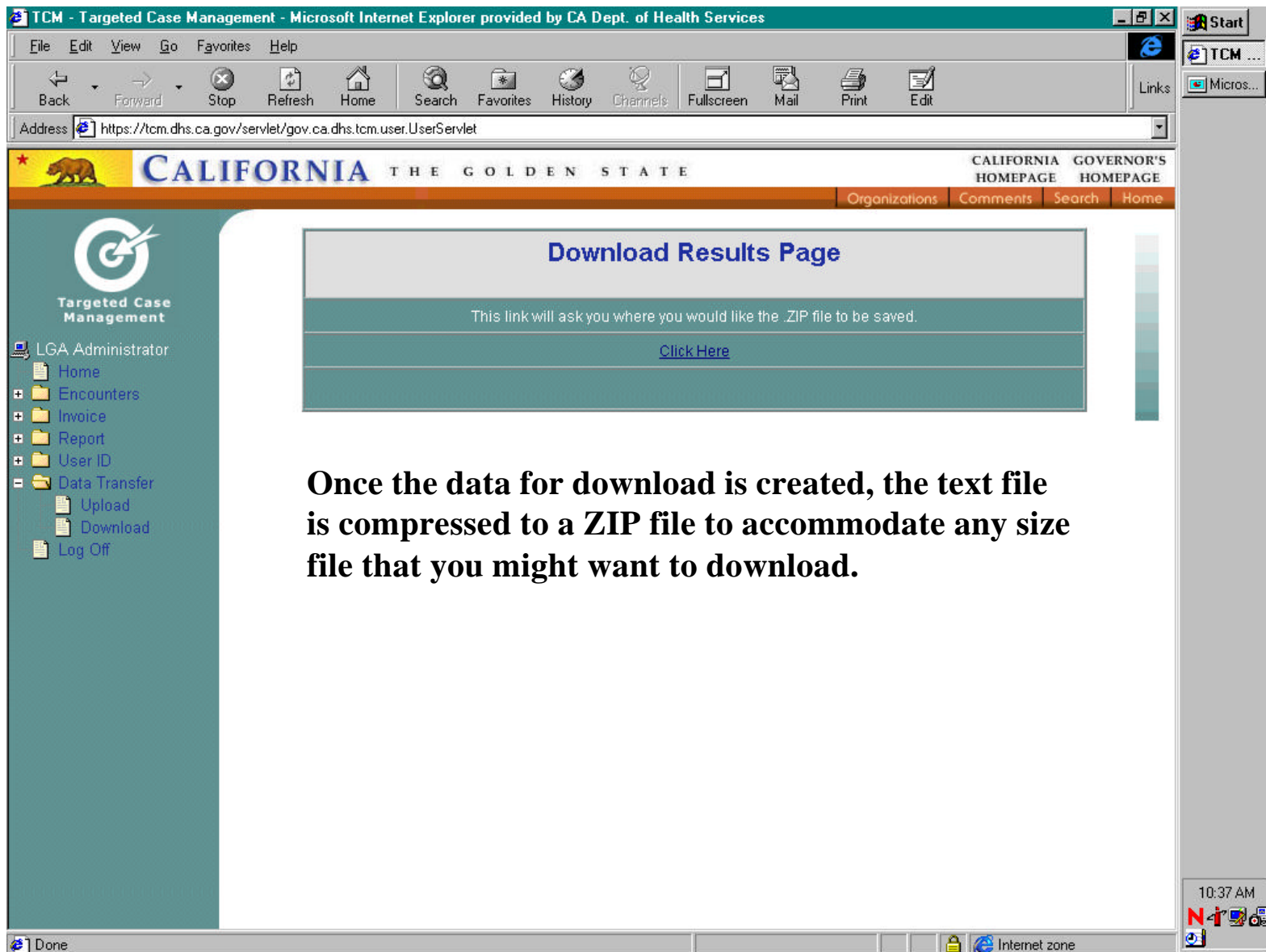
Click on "Submit" after you have made your selections

Selecting data to download:

- ☑ "Program Type" -- you may select a specific program or "all"
- ☑ "Quarter" -- optional
- ☑ You must select either a Fiscal Year or a Date Range

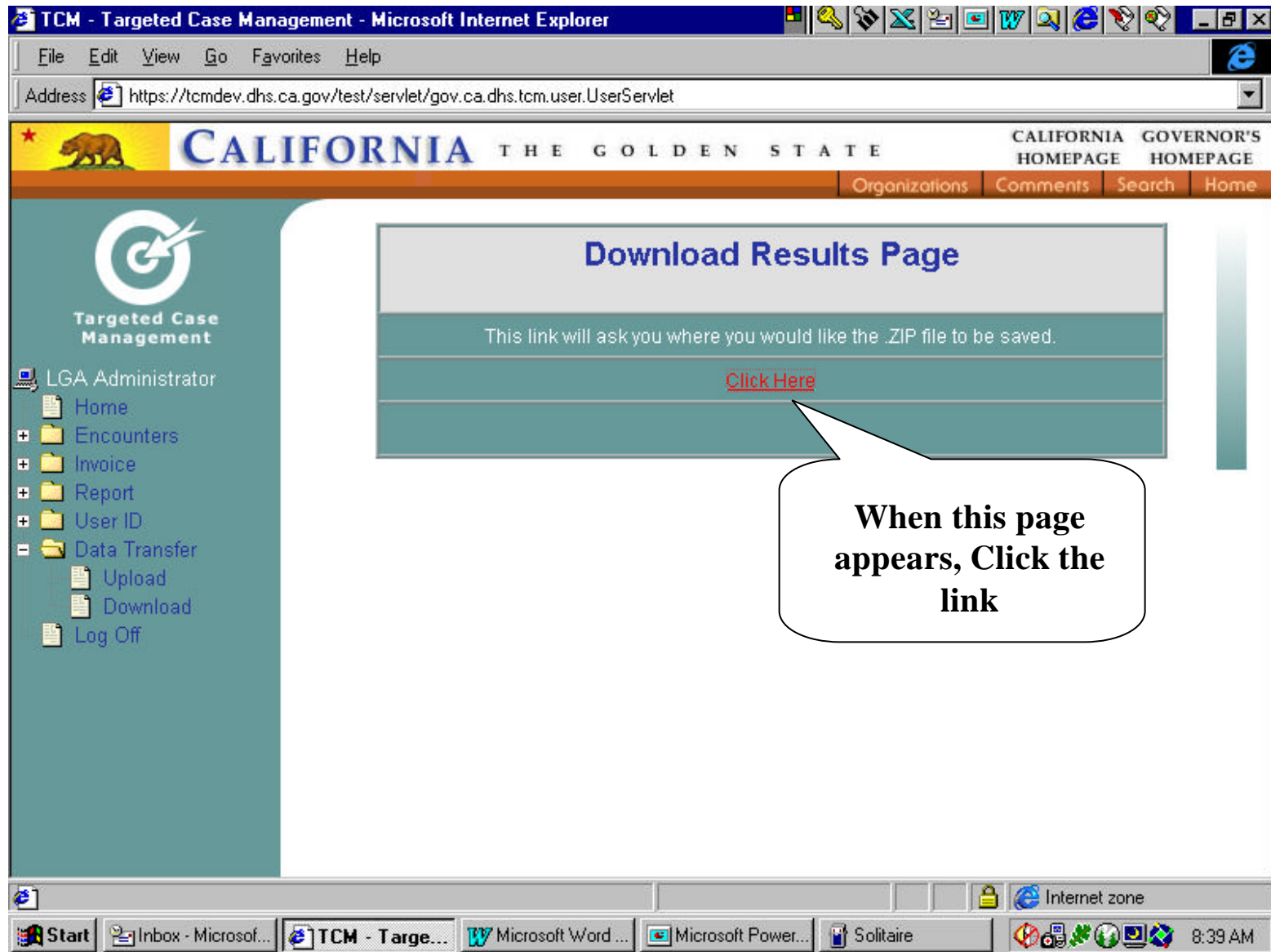
Done Internet zone 10:35 AM

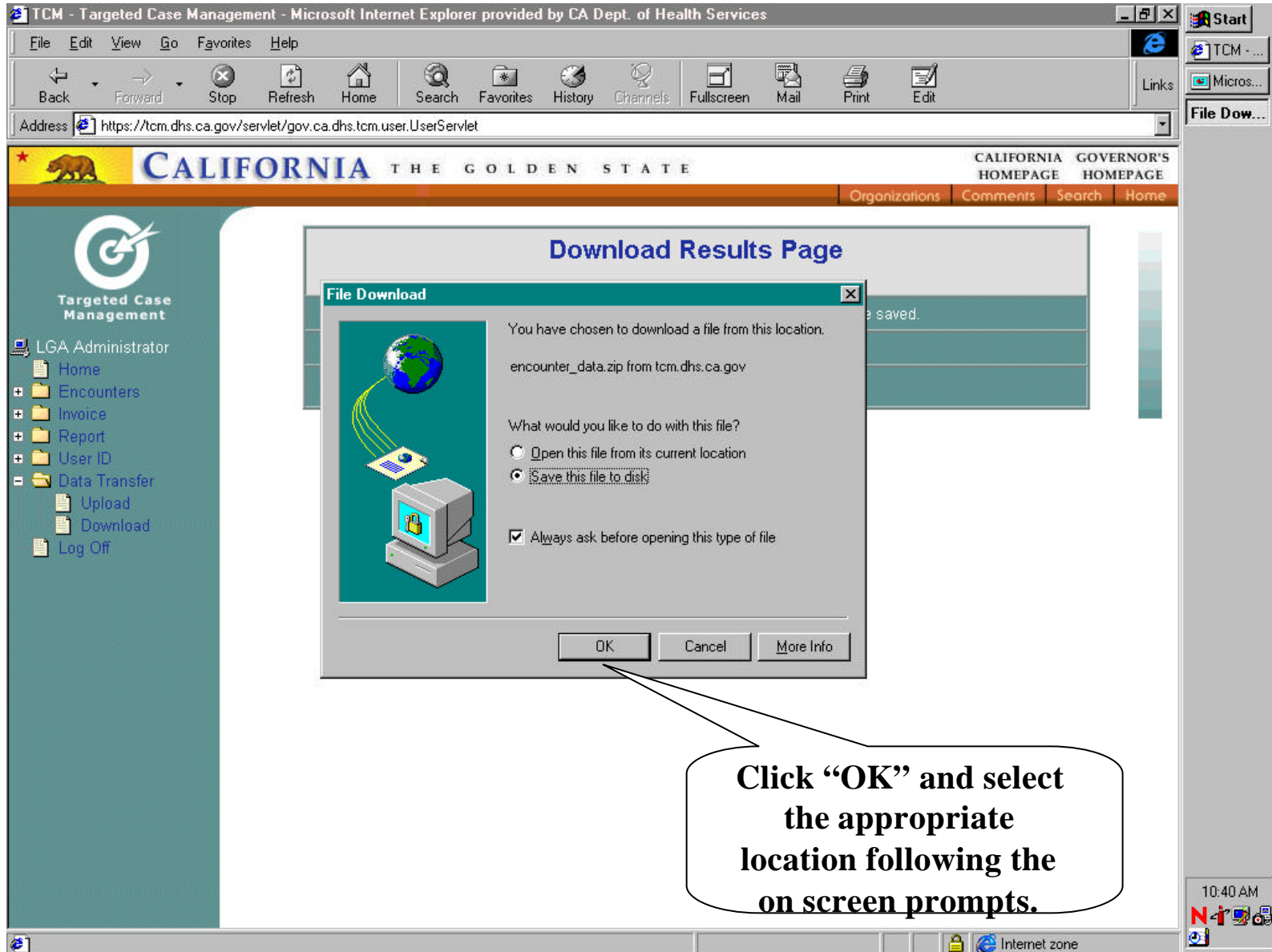


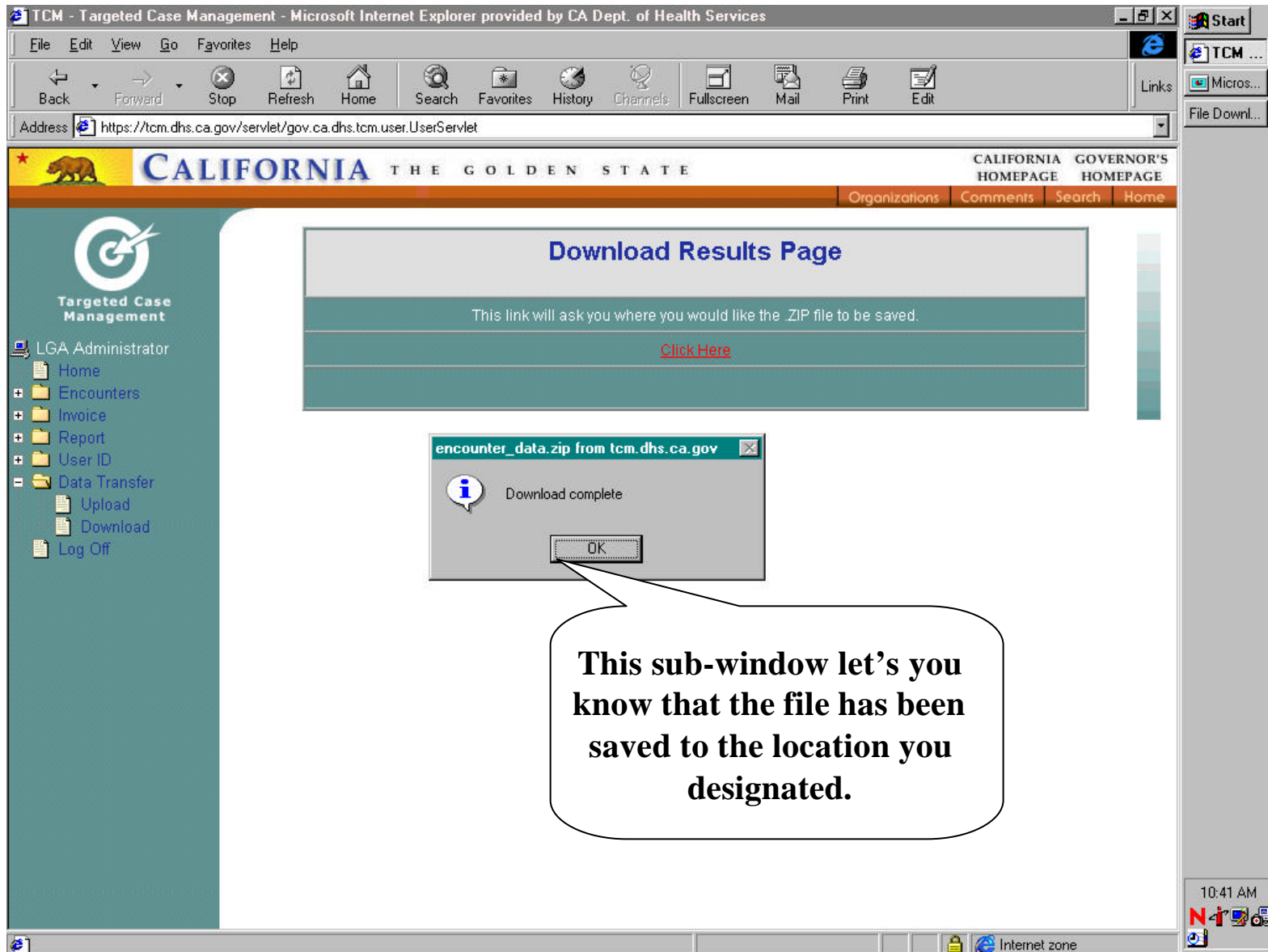


Once the data for download is created, the text file is compressed to a ZIP file to accommodate any size file that you might want to download.












Using the downloaded file:

-  The download file can be imported into any database program as a “fixed length text file.”
-  The file can be opened in a spreadsheet application (e.g., Microsoft Excel®), using screen prompts to specify the correct column widths.
-  The file can be exported from the spreadsheet application and imported into a database application (e.g., Microsoft Access®).



Click your browser “Back ⬅” button to exit this slide show.